

Administrative Office of the Courts
SICK LEAVE CASH CONVERSION FORM

You are entitled to convert any or all of your unused sick leave in excess of 600 hours into cash at a rate of 50% of your hourly rate. The following limitations and provisions apply:

- A. The amount of unused sick leave you may convert into cash in any one fiscal year (July 1 through June 30) may not exceed 120 hours unless you are planning to retire. Those retiring within the fiscal year may convert up to a maximum of 400 hours of additional unused sick leave which is in excess of 600 hours.
- B. Payment for unused sick leave shall only be made on the payday immediately following the first full pay period in January and July except for retirement. Individuals retiring will be paid immediately prior to retirement.
- C. Employees must declare the amount of unused sick leave, if any, they wish to convert into cash, and the time (July or January) they wish to receive payment.

Sick Leave Cash Conversion
Employee Declaration

Agency:

Date:

Employee Name:

Soc. Sec.

1. Projected Unused Sick Leave:

Balance as of: _____ (_____ hours) minus 600 hours = (_____ hours)
[Date] [1A] [1B]

Check appropriate box:

2. ☐ I wish to convert unused sick leave into cash this fiscal year as follows (you may select either option A or B below, but not both, and the amount may not exceed 120 hours).
- A) Number of hours for cash conversion in July _____
or [2C]
- B) Number of hours for cash conversion in January _____

3. ☐ For those retiring during the fiscal year
- a) Expected date of retirement: _____
- b) Worksheet:
- 1. Enter balance of sick leave from 1B _____
 - 2. Subtract amount converted in 2C _____
 - 3. Add sick leave to be accumulated to Date _____
of retirement
 - 4. Total sick leave available for conversion _____ [3D]
- c) I wish to convert the following hours of unused sick leave into cash upon retirement (not to exceed the number in 3D or 400 hours) _____
4. ☐ I understand my rights, but do not wish to convert unused sick leave to cash this fiscal year.

Employee's Signature

Date